



# ***Manager's Report***

***For Council Meeting 7/9/02***

## **FINANCE**

Listed below are the new businesses licensed during this period:

**No Information Provided**

## **HUMAN RESOURCES**

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

New Hires and Terminations for the Period June 22 through July 5, 2002

<u><b>New Hires</b></u>	<u><b>Position</b></u>	<u><b>Department</b></u>
None		

<u><b>Resignations</b></u>	<u><b>Position</b></u>	<u><b>Department</b></u>
Jonathan Blais	Police Officer	Police
Kevin McGuinness	Maintenance Worker II	Streets

## **PLANNING AND ZONING**

### **Current Planning Division Activity**

#### **Plans accepted for review during the period June 19, 2002 – July 2, 2002**

- Tavistock Farms Goddard Daycare Sketch Plan (DP 2002-18), 1<sup>st</sup> Submission
- Stratford, Landbay D (Duplex) Final Plat, 3<sup>rd</sup> Submission
- 202 Wirt Street (Burnett & Williams) Buffer Yard Reduction, 2<sup>nd</sup> Submission
- 202 Wirt Street (Burnette & Williams) (DP 2002-08) Request for P/F Development Plan Authorization
- Potomac Crossing, Section 10 Final Plat, 4<sup>th</sup> Submission
- Heritage Way Community Center No Adverse Impact Plan, 5<sup>th</sup> Submission
- Edwards Landing, Woods Edge Drive Right-of-way & Easement Plat, 3<sup>rd</sup> Submission
- Fort Beauregard Commercial Center Sketch Plan, 1<sup>st</sup> Submission
- Battlefield Shopping Center (Staples/Michaels) P/F Development Plan, 2<sup>nd</sup> Submission
- Fort Evans Center Preliminary Development Plan, 2<sup>nd</sup> Submission
- Edwards Landing, Phase 4 Construction Drawings, 4<sup>th</sup> Submission
- Patriot Office Park P/F Development Plan, 1<sup>st</sup> Submission
- Stratford, Landbay E (MF) Final Development Plan, 5<sup>th</sup> Submission
- Engineers/Surveyors Institute (ESI) Peer Review

- Planning Commission
- Traffic Task Force
- Environmental Advisory Committee

**Plans reviewed during the period June 19, 2002 – July 2, 2002**

- Potomac Station Retail, Parcel B Final Development Plan, 1<sup>st</sup> Submission
- Potomac Station, Parcels A-1A, B-1A2, B-1A3 Rough Grading Plan P/F Development Plan, 1<sup>st</sup> Submission
- Kincaid Forest 4C Final Plat & Deed, 2<sup>nd</sup> Submission
- Beauregard Estates, Phase 5 Final Plat and Deed, 1<sup>st</sup> Submission
- East Stratford Phase C & D HOA Documents, 1<sup>st</sup> Submission
- Edwards Landing (Recreation Center) Rough Grading Plan, 3<sup>rd</sup> Submission
- Tavistock Farms Goddard Daycare Sketch Plan (DP 2002-18), 1<sup>st</sup> Submission
- Stratford, Landbay D (Duplex) Final Plat, 3<sup>rd</sup> Submission
- Meadowbrook Farm Estates Sketch Plan (Penn Property), 1<sup>st</sup> Submission
- Planning Commission
- Engineers/Surveyors Institute (ESI) Peer Review
- Traffic Task Force
- Environmental Advisory Committee

**Comprehensive Planning****Special Exceptions**

SE 2001-10: Lot 4, Cardinal Industrial Park – For an auto body/vehicle service shop at the intersection of Cardinal Park Drive and Trailview Blvd. The Council voted to approve this application at the June 25<sup>th</sup> Town Council meeting.

SE 2001-07: Tires Plus – Leesburg Park Shopping Center, for a vehicle service facility, south of Edwards Ferry Road, across from Sheetz. The Planning Commission voted to recommend approval at the June 6<sup>th</sup> Planning Commission meeting. The Town Council worksession is scheduled for July 8<sup>th</sup> and the public hearing is scheduled for July 9<sup>th</sup>.

SE 2002-01: 309 Parker Court – For a vehicle sales and repair facility (accessory use). The Planning Commission worksession is scheduled for July 18<sup>th</sup> and the public hearing is tentatively scheduled for August 1<sup>st</sup>.

SE 2002-02: God's Children Learning Center – Located at 101 Davis Avenue, for a commercial childcare center. The Planning Commission worksession is scheduled for July 18<sup>th</sup> and the public hearing is tentatively scheduled for August 1<sup>st</sup>.

SE 2002-03: Catoctin Circle First Citizens Bank – This application was officially accepted for processing on June 25<sup>th</sup>. The application is for a bank with 4 drive thru lanes. The Planning Commission worksession is scheduled for September 5<sup>th</sup> and the public hearing is tentatively scheduled for September 19<sup>th</sup>.

**Rezoning**

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18<sup>th</sup> and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9<sup>th</sup> and May 23<sup>rd</sup> and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002.

Hawkins: The Town Council approved this application at the June 25, 2002 meeting.

ASE/Airport Commerce Park – Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. A public hearing before the Planning Commission has been scheduled for August 15, 2002.

**ZONING PERMITS ISSUED 02-780 TO 02-875****Zoning Permits Issued Residential**

Potomac Station 1 SFD @ \$105,000 & 3 @ \$100,000

Kincaid Forest 21 SFD @ \$100,000 & 4 SFD @ \$105,000 & 1 SFD @ \$145,000

Potomac Crossing 3 SFD @ \$105,000 & 16 SFA @ 60,000

Tavistock Farms 5 SFA @ \$55,000

**Zoning Permits Issued Commercial**

215 Depot Court SE Commercial Office Building “Lodoun Conuty” \$3,300,000

803 Sycolin Road SE Suite 222 Tenant Fit-up

803 Sycolin Road Tenant Fit-up \$42,000

102 Heritage Way NE Interior Alterations- Shenandoah Office Building \$32,000

305 M East Market Street Occupancy Only – Toll House Center

**Occupancy Permits Residential**

Leesburg Country Club 1 SFE

Potomac Crossing 2 SFD

Potomac Station 7 SFD

Kincaid Forest 2 SFD & 3 SFA

Tavistock Farms 4 SFA

Edwards Landing 5 SFD 4 SFA

Beauregard Heights 1 SFA

Exeter Hills 4 SFD

**Occupancy Permits Commercial**

106 Catocin Circle - Middleburg Bank

211 Fort Evans Road – Middleburg Bank

241 Fort Evans Road – J Crew

650 Fort Evans Road B-Way-A – Potomac Station Retail

650 Fort Evans Road B-Way-B – Potomac Station Retail

650 Fort Evans Road Leasing Office – Potomac Station Retail

650 Fort Evans Road Suites: 101-106, 201-208, 301-308 – Potomac Station Retail

**WATER & SEWER ADMINISTRATION**

During this time frame 65 Public Facility Permits were sold totaling \$632,844.00 and 19 work orders for meter sets were processed.

**Capital Projects Update**

- Cardinal Park Sewer – Contractor has finished work on Dry Mill Road, Queen Street, Washington Street, Tuscarora Drive and a part of King Street. The main sewer line in Cardinal Park Drive has been completed and the contractor will soon begin extension of sewer toward Jerry's Ford.
- Evergreen Mill sewer forcemain project has been advertised in the local paper and requests mailed out to approximately 45 contractors. So far ten Contractors have requested bid documents.
- During this period five plans were reviewed for development within the service area. Also eight requests were processed for water and sewer modeling.
- Work continues with creation of Arcview shape files for the entire sanitary sewer system cleaning schedule.
- Staff is preparing for the next phase of the water and sewer system map updates.
- Preliminary report for the tank sitting and low pressure complaints have been received and are under review by staff.

**WATER SUPPLY DIVISION****Capital Projects Update****Water Filtration Plant Security System**

- Integrated Systems Technology, Inc., has been awarded the contract for security improvements at the Leesburg Water Treatment Plant. Work is scheduled to begin August 12, 2002.

**Sludge Storage Tank Mixing Equipment**

- The Engineer (CH2M Hill) is continuing with the design phase. The town has purchased pipe fittings for installation at tank #1.

**Water Treatment Plant Upgrade to 10MGD**

- The request for proposal (RFP) for design and construction engineering services should be issued by the end of July 2002.

**WATER POLLUTION CONTROL DIVISION****Biosolids Product Distribution**

Interest in the biosolids product from town citizens and others continues at a slower pace due to the time of year. Trademark protection for the modified name (Tuscarora Landscaper's Choice) is underway and the Distribution and Marketing Programs will be presented to Council for final action soon. The following quantities of product have been distributed through June 30, 2002:

- Town Property – 83.40 tons used on 43 acres
- Town citizens – 42.74 tons distributed to 251 citizens
- Town employees – 5.25 tons to 44 employees for promotion
- Permitted sites – 164.03 tons on 4 farms
- Generic product wholesale – 6.0 tons to a golf course, a lawn maintenance company and a topsoil blending company.

## **UTILITY LINES DIVISION**

### **Training**

Ken Binder, Mike Cummings, Max Mellott, Scott Lincoln & Herb Gallahan attended training session in Winchester on the new requirement covered under the Underground Protection Act (Miss Utility).

Mike C. attended Northern Va. Damage Prevention Committee Meeting in Manassas.

Work with Fluid Conservation to perform leak detection at Water Treatment Plant and selected areas in town.

### **Summary Programs**

Performed complete maintenance on 124 fire hydrants.

New connections to town utility system: 40

Total number of water leak repairs: 6

Responded to 421 requests to locate utilities (Miss Utility).

**TOWN OF LEESBURG**

Full-time positions being recruited as of July 5, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accept
<i>Econ Dev</i>	1	Admin Associate II	3/9/01	√	√	On hold			
<i>Finance</i>	1	Mgmt/Budget Analyst	4/5/02	√	√	√	√		
	1	Parking Booth Attendant	7/1/02	√	√	√	√	√	√
<i>Eng &amp; PW</i>	1	Construction Inspector	4/1/02	√	√	√	√		
	1	Maintenance Worker I	4/4/02	√	√	√	√		
	1	Construction Insp Cap Proj	7/1/02	√	√	√	√		
	1	Senior Engineer	7/1/02						
<i>IT</i>	1	Webmaster	7/1/02	√	√				
<i>P&amp;R</i>	1	Fitness Supervisor	7/1/02	√	√				
	1	Asst Fitness Supervisor	7/1/02	√	√				
	1	Asst Pool Supervisor	7/1/02	√	√				
	1	Front Desk Supervisor	7/1/02						
	2	Custodian	7/1/02						
<i>P&amp;Z</i>	2	Senior Planner	7/1/02	√	√				
	2	Planner	7/1/02	√	√				
	1	Zoning Inspector	7/1/02	√	√				
<i>Police</i>	1	Major	5/1/02	On hold					
	4	Police Officer	7/1/02	√	√	√			
	1	Communications Tech I	7/1/02	√	√	√	√	√	√
<i>Util Admin</i>	1	Senior Engineer	7/1/02						
<i>Util Lines</i>	1	Inspector Supervisor	7/1/02	√	√				
	2	Inspector	7/1/02	√	√				
	1	Equipment Operator	7/1/02	√	√				
	1	Maint Worker II	7/1/02	√	√				
<i>Water</i>	1	Maintenance Worker II	7/1/02	√	√				
<i>Wastewater</i>	1	Maintenance Worker III	7/1/02	√	√	√	√		
	1	Maintenance Worker II	7/13/02	√	√	√	√		
	1	Sr Operator	7/1/02						
<i>Util Maint</i>	1	Lead Maintenance Mech	7/1/02	√					
<b>TOTAL</b>	37								